POSITION VACANCY ANNOUNCEMENT
#NGSD-HRO- 16-ADOS-16
Opening Date: 30 March 2016
Closing Date: 13 April 2016

BRANCH OF SERVICE: ARMY NATIONAL GUARD

POSITION TITLE: Medical Supply NCO

LOWEST/HIGHEST GRADE AUTHORIZED: SGT/E-5 thru SSG/E-6

DURATION OF ASSIGNMENT: 3 May – 31 Aug 16. This position is ADOS and is dependent on availability of funds. Orders may be extended or revoked depending on funds availability, job performance, continued need for the position, and mission requirements.

ORGANIZATION: Deputy Chief of Staff, Logistics

SELECTING OFFICIAL: COL Timothy Moran
Deputy Chief of Staff-Logistics
6743 (1-605-737-6743)
timothy.p.moran2.mil @mail.mil

LOCATION: Rapid City, SD

Announcement does not constitute commitment to fill position.
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POSITION DESCRIPTION:
General
* Manages current/future Golden Coyote medical pharmaceuticals and supplies.
* Plan/manage and assist Golden Coyote staff in all pharmaceuticals and medical supplies.
* Local purchase required items using a government credit card and Local purchase request.
* Assist with units requesting and ordering formularies
* Receiving and short term storage of pharmaceuticals and supplies
* Distribution and accountability
* Turn in/proper discarding of expired items
* Inventory and storage at the TMC

Administrative
* Plan and coordinate current/future medical supply requests
* Maintain proper accountability of all pharmaceuticals and medical supplies

Logistical
* Plan and coordinate current/future medical supply requests as appropriate.
* Plan and coordinate storage of all pharmaceuticals and medical supplies all necessary movement of equipment.

Training
- With the lead unit in charge of TMC assist and educate all units on distribution and reporting and accountability procedures during Golden Coyote.

Communication
- LNO with lead unit in charge of TMC and medical for Golden Coyote.
- Keep the J1/ Deputy State Surgeon and G4/Deputy G4 informed of any shortfalls or critical needs during Golden Coyote.

Reporting
- Participate in section and branch coordination meetings.

QUALIFICATIOIN REQUIREMENTS:

    a. Applicants will need to provide resume and documentation that outlines their ability to meet the core functions of this position

    b. Other: Ability to work outdoors, in extreme weather conditions and irregular hours. Ability to travel extensively within the geographical area. Applicants must be able to complete the determined tour of military duty prior to ETS. Applicants must have reliable transportation and live within fifty (50) miles of the duty station. Outside employment associations and off-duty conduct/activities must be consistent with federal directives on ethics and with state and federal conflict of interest policies. Position may require weekend, holiday or evening hours.

Submit the following:
1. DA Form 1058-R (Army Guard).
2. Current Retirement Point Assessment Statement (RPAS) NGB 23A.
3. Letter of Recommendation from Unit Commander.
4. Resume.
5. Most recent Medical Operational Data System (MODS) Individual Medical Readiness Record (IMRR)
6. Most recent AITS height and weight printout
7. Most recent DA Form 5500 or 5501[If height and weight listed on AITS height and weight printout is above the limits of Table 1 (Screening Table Weight) AR 600-9]
8. APFT Score Card (DA 705) with a successful passing score within 12 months.
9. Copy of any permanent profiles

Applications must be postmarked by the closing date and mailed to address below:

SD National Guard
HUMAN RESOURCE OFFICE
ATTN: SSG James Blackwell
2823 West Main Street
Rapid City, SD 57702-8170

FULL TIME EMPLOYEES OF THE SOUTH DAKOTA NATIONAL GUARD: Applicants will notify their full-time supervisor and respective Directorate/MACOM Administrative Officer of their decision to apply for this position.

EQUAL OPPORTUNITY: The South Dakota National Guard is an Equal Opportunity Employer. Selection for this position will be made without regard to race, religion, age, national origin, sex, political affiliation, marital status, or any other non-merit factors.